Admin Tools
User Guide

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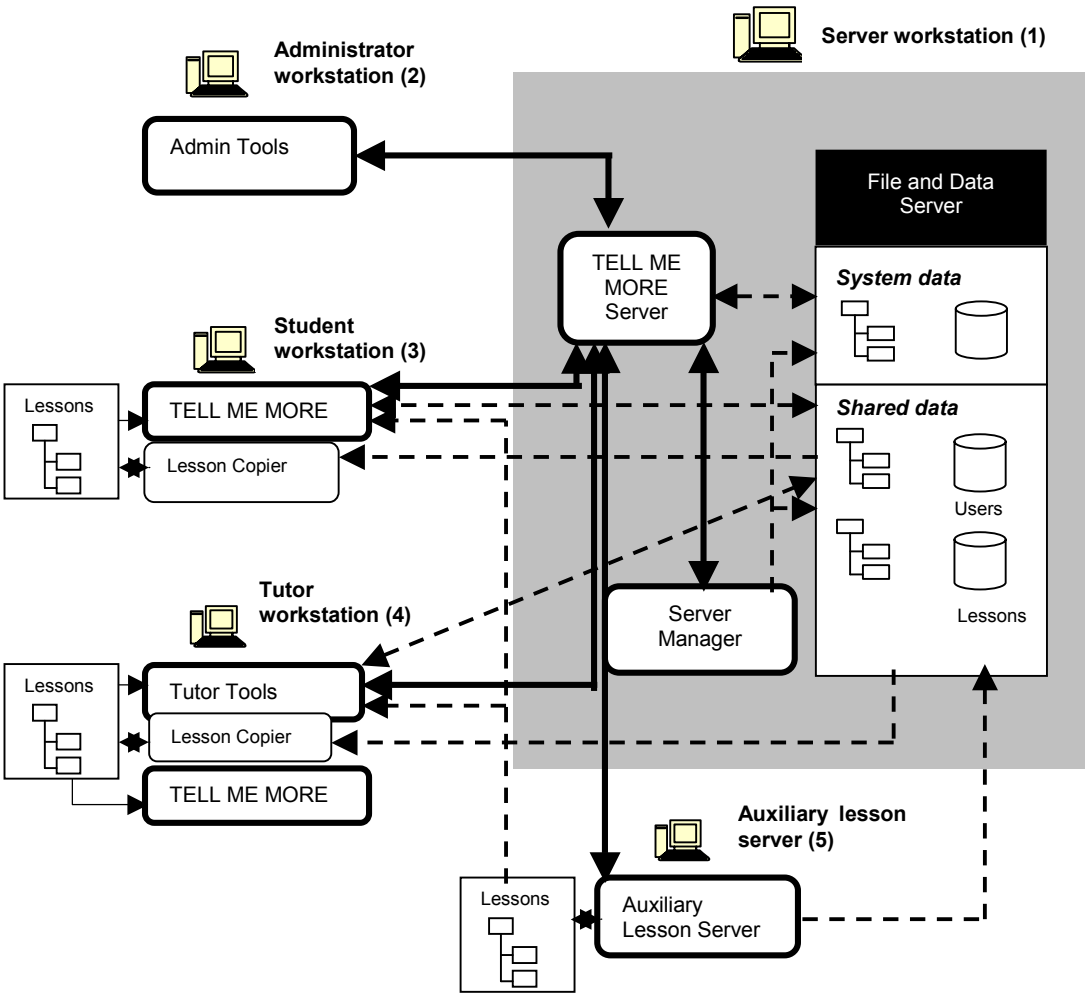
TELL ME MORE® Education: system set-up

This diagram displays the standard **TELL ME MORE® Education** system set-up for a multi-workstation licence.



↔	**Http** protocol server connection, most frequently used for identification purposes
⇢	Network access to data and files
↔	Local connection

Server workstation: designated workstation for the technical administrator to configure the system and the File and Data Server.
Administrator workstation: designated workstation for the Administrator to organise the structure of the Tutoring Service (students, Tutors, language and student groups) using the **Admin Tools** application.
Student workstation: designated workstation for students to work in **TELL ME MORE®**.
Tutor workstation: designated workstation for the Tutor to organise, follow and personalise student training using the **Tutor Tools** application.
Auxiliary lesson server: designated workstation for the technical administrator to copy the lesson content of **TELL ME MORE®** onto an auxiliary server. According to the needs and configuration of the network on which **TELL ME MORE® Education** is installed, the installation of this workstation is optional.

Note:
Depending on the network configuration, all applications can be installed on the same workstation.

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Introduction

Before running **Admin Tools**, you must install **TELL ME MORE Education** and define the server parameters. To know more about installation and defining the parameters of **TELL ME MORE Education**, refer to the **Installation Guide**.

Admin Tools allows the training structure within **TELL ME MORE Education** to be organised according to individual contexts.
The application enables the organisation of:

- Tutor accounts (creation, modification and removal)

A 'Tutor' is a teacher, training course leader or the organiser of a language group (a group of students all learning the same language). The Tutor can track students' progress and communicate with them using **Tutor Tools**.

- language groups (creation, modification and removal)

A 'language group' is a group of students with the same ability level learning the same language with the same Tutor. This facilitates the Tutor's consultation of the student tracking, as well as the sending of options files and individual Learning Paths. To know more about this, refer to the **Tutor Tools** manual.

- student groups (creation, modification and removal)

A 'student group' groups students irrespective of the language being learnt. This enables administrative management of the groups, particularly important for year groups within an educational establishment. These groups can be identified according to predefined types (e.g. 'Class' and 'Group') or names designed to suit the needs of the environment in which the program is being used. A student can only belong to one student group type.

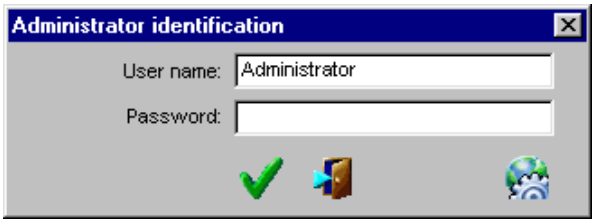
- student accounts (creation, copying, importation, export, modification and removal).

Note:
*The administration of **TELL ME MORE Education** is optional when the automatic creation of student accounts option has been activated (selected during the installation of the server and modifiable using Server Manager).*

To run Admin Tools

Caution!
*You must run the **TELL ME MORE Server** application to run **Admin Tools.***

- Go into the **Start** menu.
- Select **Programs**.
- Select **TELL ME MORE Education**.
- Select **Admin Tools**.



The user name 'Administrator' is defined by default and is not modifiable.

Enter the Administrator password if one was defined during installation.

You can check and/or modify the server name and the port number by clicking on the icon **Define server connection parameters** .

Confirm by clicking on the green tick.

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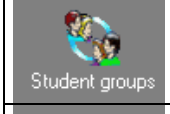
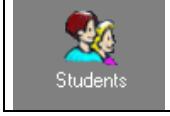
Admin Tools

The **Admin Tools** application comprises four windows.

	The **Tutors** window This window allows you to create, modify or remove Tutor accounts.
	The **Language groups** window This window allows you to create, modify or remove language groups.
	The **Student groups** window This window allows you to create, modify or remove student groups.
	The **Students** window This window allows you to create, duplicate, import, export, modify or remove student accounts.

Note:
*To suit **TELL ME MORE Education**'s parameters, it is recommended to follow the order in which the windows are displayed when typing in the corresponding data.*
You must, therefore:
- create the Tutor account(s);
- create the language groups;
- create the student group(s);
- create the student accounts.

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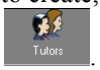
The 'Tutors' window

This section enables you to create, modify or remove Tutor accounts.

Click on the **Tutors** icon 

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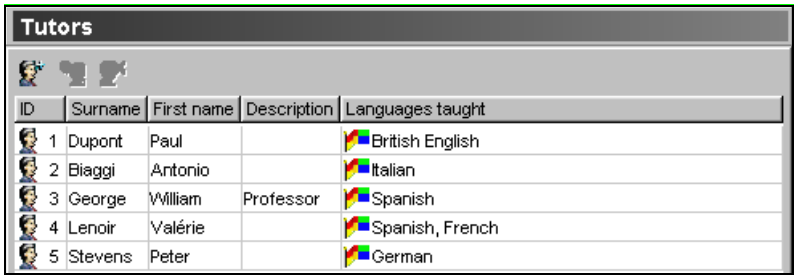
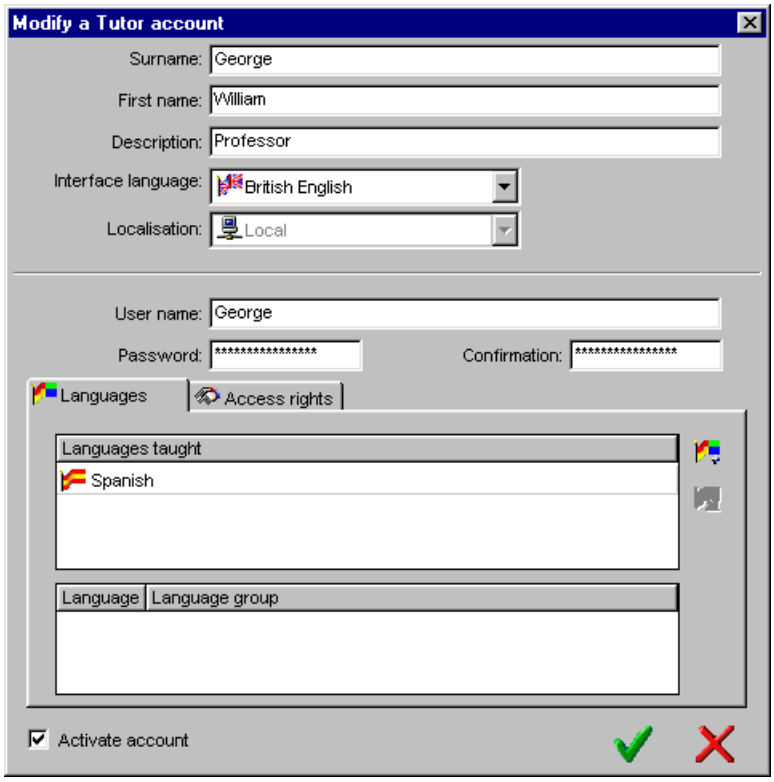


To create a Tutor account

- Click on the icon **Add a Tutor account** .



- Type in the surname and the name of the Tutor (max. 50 characters for each text box).
- Type in any useful additional information in the **Description** text box (e.g. Tutor's title, availability etc.). This is optional.
- Select the Tutor's interface language for the **Tutor Tools** application from the drop-down menu.
- Type in a user name (between 2 and 50 characters) and a password (optional - max. 16 characters). This data is necessary to access **Tutor Tools**.

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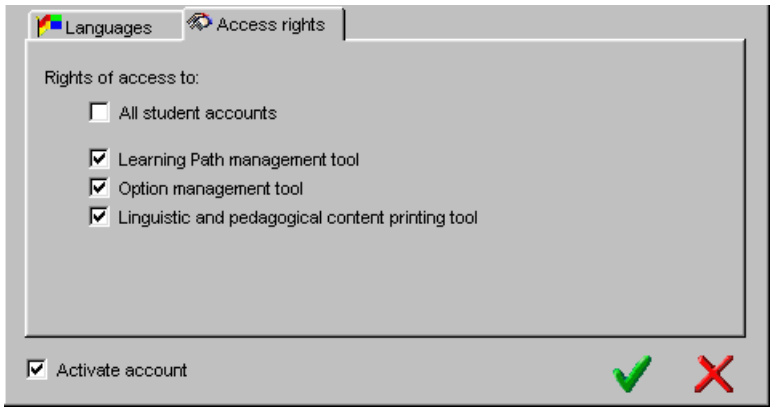
Note:
Only the following information is necessary to create a Tutor account: name, user name and languages taught.

'Languages' tab

- Select the language(s) taught by the Tutor by clicking on the icon **Add a language** .
- Choose the language from the drop-down menu, then confirm by clicking on the green tick.
  When the Tutor has been assigned to a language group, the name of this group appears under the heading **Language Group**.

'Access rights' tab



Tutors have 3 tools at their disposal in the **Tutor Tools** application.

- The **Learning Path management tool**: to create and modify the Learning Paths.
- The **Option management tool**: to create options files (options for the Free-to-Roam Mode in **TELL ME MORE** and options not specified in the Learning Paths).
- The **Linguistic and pedagogical content printing tool**: to print the linguistic and pedagogical content of **TELL ME MORE**.

Tutors have access to all these tools by default. However, an individual Tutor only has access to the account(s) of their own students. To provide Tutors with access to all student accounts, click on the box **All student accounts**.
The **TELL ME MORE Education** system administrator can also be declared as a Tutor thus providing them with access to all the accounts and tracking of all the students on the system.

If you want to block a Tutor's system access (e.g. due to holidays or the end of the training programme) while retaining their account, you must remove the tick from the **Activate account** box by clicking on it.

Note:
You cannot deactivate a Tutor account if the Tutor is responsible for a language group.

Confirm by clicking on the green tick. The line corresponding to the new Tutor is added to the **Tutors** window.

To modify a Tutor account

In the **Tutors** window, select the Tutor whose account you want to modify. You can then do this either by double-clicking on the corresponding line or on the icon **Modify a Tutor account** .
You can also select the menu **Tutor/Modify a Tutor account**.
The **Modify a Tutor account** window opens: it contains the same tabs as the window used to add a Tutor account.
Carry out the modifications, then confirm the changes by clicking on the green tick. For more details on the tabs in this window, refer to the **To create a Tutor account** section.

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To remove a Tutor account

Caution!
You cannot remove a Tutor account if the Tutor is responsible for a language group. You must first remove the language group before you can remove the Tutor account. For more details, refer to the section entitled ***The 'Language groups' window/To remove one or more language groups****.*

In the **Tutors** window, select the Tutor(s) whose account(s) you want to remove. You can then do this either by clicking on the icon **Remove Tutor account(s)** , or select the menu **Tutor/Remove Tutor account(s)**.
A message will ask you to confirm the removal of the account concerned. If you confirm this choice, the account will be definitively removed.

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The 'Language groups' window

A 'language group' is a group of students learning the same language with the same Tutor, who is assigned to the group when it is created. The student accounts created thereafter can be allocated to one or several language groups or indeed not allocated to any language group.

Caution!
There can only be one Tutor per language group.

Click on the icon **Language groups**
.

Caution!
Check the Tutor account you want to assign to the language group has already been created. If this is not the case, refer to the ***To create a Tutor account*** *section.*

To add a language group

In the **Language groups** window, click on the icon **Add a language group** or select the menu **Language groups/Add a language group**.

- Type in a name for the language group (e.g. language taught and level).
- Type in a description of the group. This is optional, but does allow more details about the language group to be given (e.g. the group's ability level, the date of the group's creation).
- Select the lesson language from the drop-down menu.
- Select a Tutor from the drop-down menu (only the Tutors whose accounts are active appear in the list).
- Confirm by clicking on the green tick.

Caution!
Once you have confirmed the addition of a language group, you can no longer modify the lesson language.

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To modify a language group

You may need to modify the name, description or Tutor assigned to a language group.

Caution!
You cannot modify the lesson language of a language group. If you want to change the lesson language, you must remove the existing language group and create a new one choosing the new lesson language.

In the **Language groups** window, select the language group you want to modify. You must then either double-click on the corresponding line or click on the icon **Modify a language group** .
You can also select the menu **Language groups/Modify a language group**.
Carry out the modifications and confirm by clicking on the green tick.
To know more about this, refer to the **To add a language group** section.

To remove one or more language groups

In the **Language groups** window, select the language group(s) you want to remove. You can then do this either by clicking on the icon **Remove one or more language groups** , or select the menu **Language groups/Remove one or more language groups**.

Caution!
You cannot remove a language group containing students. You must first move or remove the student accounts before removing the language group. For more details, refer to ***The 'Students' window*** *section.*

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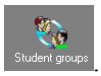
The 'Student groups' window

The 'student groups' concept allows students to be grouped together, thus enabling easy system administration.
A student can be allocated to one or several student groups or indeed not allocated to any student group.

Click on the icon **Student groups** 
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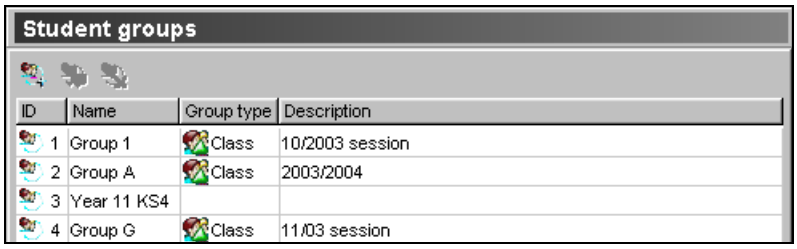
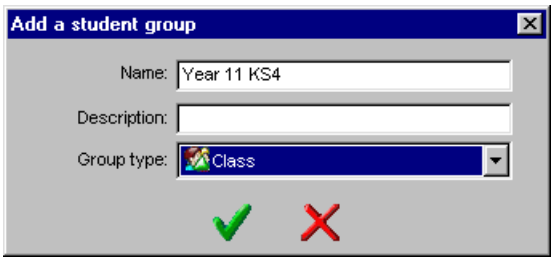


To add a student group

In the **Student groups** window, click on the icon **Add a student group** or select the menu **Student groups/Add a student group**.



- Type in a name for the student group you are creating (e.g. class name, level/year).
- Type in a description. This is optional, but does allow more details about the student group to be given (e.g. number of students, year, level).
- Select a student group type. This is optional, but does allow the group you are creating to be classified. To know more about this concept, refer to the **Student group types** section.
- Confirm by clicking on the green tick.

To modify a student group

In the **Student groups** window, select the student group you want to modify. You must then either double-click on the corresponding line or click on the icon **Modify a student group** .
You can also select the menu **Student groups/Modify a student group**.
Carry out the modifications and confirm by clicking on the green tick.
To know more about this, refer to the **To add a student group** section.

Caution!
You cannot modify the group type of a student group which already contains students.

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To remove one or more student groups

This function enables you to remove definitively one or more student groups.

Caution!
You cannot remove a student group containing students. You must first move or remove the student accounts before removing the student group. For more details, refer to ***The 'Students' window*** *section.*

In the **Student groups** window, select the student group(s) you want to remove.

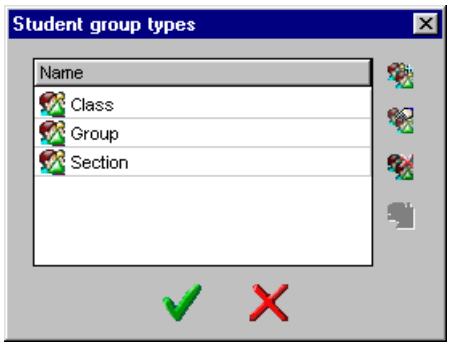
You can then do this either by clicking on the icon **Remove student group(s)** , or select the menu **Student groups/ Remove student group(s)**.
A message will ask you to confirm the removal of this group. Confirm this choice by clicking on the green tick.

Student group types

A 'student group type' is an extra piece of information allowing the student groups to be more specifically categorised, thus facilitating their organisation. **TELL ME MORE Education** proposes two predefined student group types: 'Class' and 'Group'. You can also create your own student group types.

Caution!
A student can only be allocated to one student group of one type.

In the **Student groups** window, select the menu **Student groups/Student group types**.



To add a student group type

This function allows you to create your own student group types.

➢ Click on the icon **Add a student group type**

➢ Type in the name of the new student group type (max. 50 characters), then confirm by clicking on the green tick.

Note:
You must also click on the green tick in the ***Student group types*** *window to add the new student group type to* ***Admin Tools****.*

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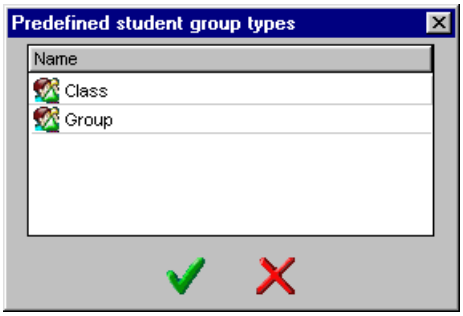
To add a predefined student group type

This function is only useful in the case where you have removed all of the default predefined student group types and you want to return them to the list. In **TELL ME MORE Education**, the predefined student group types are 'Class' and 'Group'.

- Click on the icon **Add a predefined student group type** .



- Select the predefined student group type you want to add from the list.
- Confirm by clicking on the green tick.

Note:
*You must also click on the green tick in the **Student group types** window to add the predefined student group type to **Admin Tools**.*

To modify a student group type

Caution!
You cannot modify a predefined student group type (i.e. 'Class' and 'Group').

- Select the student group type you want to modify, then click on the icon **Modify a student group type** .
- Modify the name, then confirm by clicking on the green tick.

Note:
*You must also click on the green tick in the **Student group types** window to modify the student group type in **Admin Tools**.*

To remove one or more student group types

Caution!
A student group type currently in use cannot be removed.

- Select one or more student group types, then click on the icon **Remove student group type(s)** .

Note:
You must also click on the green tick in the Student group types window to confirm the removal of the student group type(s) from Admin Tools.

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The 'Students' window

You can now create student accounts. There are 2 methods of doing this:

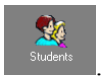
1. The **Automatic creation of student accounts** option is activated.

In this case, it is not necessary to create student accounts using **Admin Tools**. An account is created when the student uses **TELL ME MORE**. To know more about this, refer to the **Automatic creation of student accounts** section. It is then possible to modify the default values of these accounts.

Note:
*To view newly-registered students, select the menu **Students/Update the list of student accounts**.*

2. The **Automatic creation of student accounts** option is not activated.

You must create student accounts using **Admin Tools**, either student by student (to know more about this, refer to the **To add a student account** section), or by importing a student list (to know more about this, refer to the **To import a student file** section).

Click on the icon **Students** 

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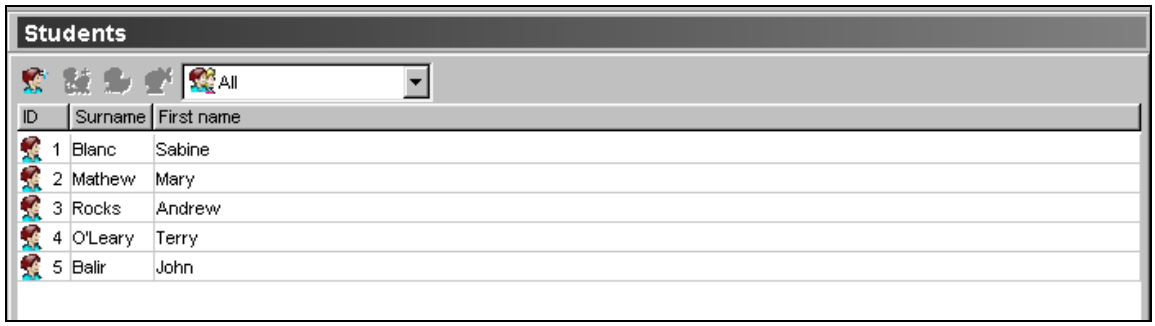

Automatic creation of student accounts

The student accounts created automatically during student registration in **TELL ME MORE** have the following default values:

Name	Same as **TELL ME MORE** user name (see below)
First name	not given
Student group	no student group allocated
Language	**TELL ME MORE Education** system language
User name	**TELL ME MORE** user name (typed in by the student)
Password	password typed in by the student (optional)
Lesson language	Access to all lesson languages (and to all ability levels installed)
Language group	no language group allocated
Tutor	no Tutor assigned

The values allow students to use **TELL ME MORE** without any restrictions and without being assigned to a Tutor, language group or student group. The information concerning the languages, student groups, language groups and Tutors can be subsequently modified using **Admin Tools**. To know more about this, refer to the **To modify a student account** section.

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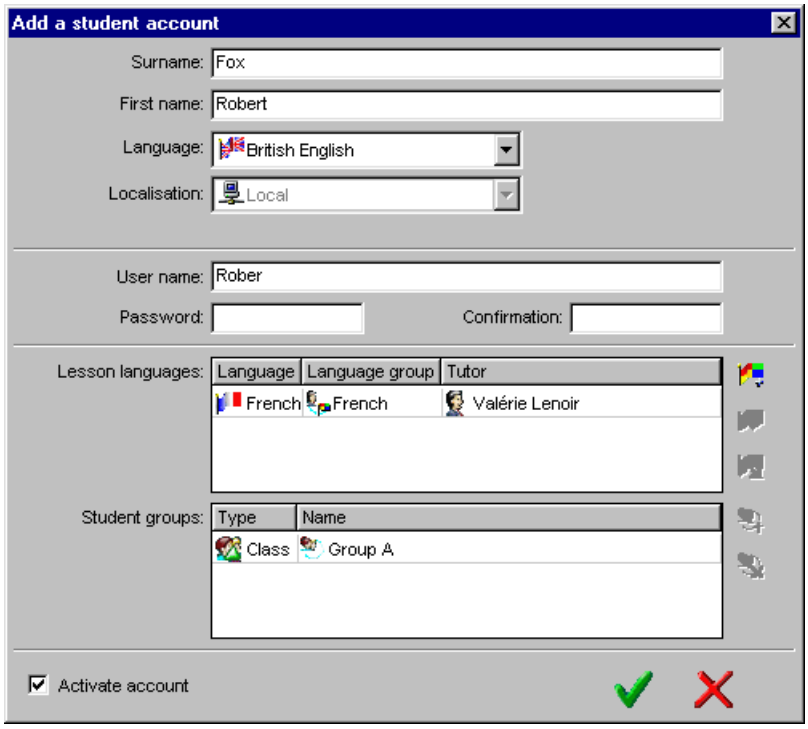
To add a student account

This function allows you to save all the information concerning an individual student to create their personal account.

In the **Students** window, click on the icon **Add a student account** or select the menu **Students/Add a student account**.



You must type in different types of information:

- Type in the surname and first name of the student (max. 50 in each text box).
- Select the **TELL ME MORE** default language. This is only valid while the account is being created as the Tutor can subsequently modify this language in **Tutor Tools**.
- Type in a user name (between 2 and 50 characters) and a password (optional – max. 16 characters) to be used to access **TELL ME MORE** (a password allows the student's data on the network to remain confidential).

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Lesson language

To add a lesson language and define the associated parameters

- Select the lesson language(s). To do this, click on the icon **Add a lesson language** .

- Select a lesson language from the drop-down menu.
- You can also select a language group (optional). The name of the Tutor responsible for the selected language group will be displayed.

Note:
*A student does not have to be allocated a language group (select **None** from the drop-down menu). In this case, the student will not have a Tutor.*

To restrict access to Lesson Families

A 'Lesson Family' is a collection of lessons grouped according to either an ability level, a theme or both criteria.
By default, students have access to all Lesson Families of the selected lesson language.

Example: the Lesson Families for British English

Lesson Families
Complete Beginner
Beginner
Intermediate
Intermediate +
Advanced
Advanced +
Business
Business +
Business ++

You can restrict access to **Lesson Families** according to a student's objectives.

Caution!
If access to certain Lesson Families is restricted, the pedagogical content contained within those Lesson Families will be inaccessible to students.

- Click in the box **Restrict access to Lesson Families**.
- Click on the icon **Add a Lesson Family** .

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- Select one or more Lesson Families to which you want to restrict access.
- Confirm by clicking on the green tick.

If you want to restrict access to Lesson Families already selected, select the Lesson Family from the list and click on the icon **Remove one or more Lesson Families** .
If you want to re-authorise access to all Lesson Families, remove the tick from the **Restrict access to Lesson Families** box by clicking on it. The student will then have access to all Lesson Families.

- Confirm by clicking on the green tick.

To modify a lesson language

- Select the lesson language, then click on the icon **Modify lesson language parameters** or double-click on the language.
- Carry out the modifications, then confirm by clicking on the green tick.

To remove one or more lesson languages

- Select the lesson language(s) you want to remove, then click on the icon **Remove lesson language(s)** .
- Confirm the modifications by clicking on the green tick.

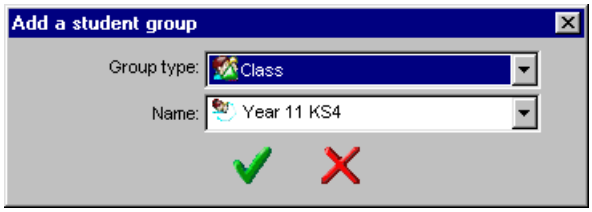
Student group

This information is optional. A student can be allocated to one or several student groups or indeed not allocated to any student group. To know more about this, refer to **The 'Student Groups' window** section.

To add a student group

- Click on the icon **Add a student group** .

Note:
A student cannot belong to two student groups of the same type (e.g. 'Class' or 'Group').



- Select the student group type from the drop-down menu. If the student is not to be allocated to a student group, select **None**.
- Then select the student group name.
- Confirm by clicking on the green tick.

To remove one or more student groups

- Select the student group(s) from which you want to remove a student.
- Click on the icon **Remove student group(s)** .

To deactivate a student account (e.g. at the end of their training programme), remove the tick from the **Activate account** box by clicking on it. The student will no longer be able to use **TELL ME MORE**. If you reactivate the account, the student will be able to use **TELL ME MORE** and will continue with the same tracking.

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- Confirm the creation of the student account by clicking on the green tick. All the information contained within the various text boxes will not be taken into account until this moment.

To add a student account by duplicating another student account

You can create a new student account based on an existing account, by copying the non-personal data (e.g. student group, language group, lesson language).

- Select from the list the student whose account you want to duplicate.
- Click on the icon **Add a student account by duplicating another student account** or select the menu **Students/Add a student account by duplicating another student account**.

The window which appears contains all the non-personal information of the student account which has been duplicated (student group, language group, lesson language and language).

- Select or type in the personal details of the student whose account you want to create (e.g. surname, first name, user name, etc.).

To know more about this, refer to the **To add a student account**.

To import a student file

Format and contents of file to be imported

The file you want to import must be in text format (*.txt) comprising different columns of data separated by a comma. As the file is being imported, **Admin Tools** will use the information contained within the columns to create the student accounts.

The file must begin with the following lines:
#students (this indicates the importation of student accounts)
#number of columns separated by the character ';'. Refer to the table below for a description of the column format.
If the file to be imported contains characters such as speech marks, extra commas, etc., the importation cannot be successfully completed.

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Name and description of column format

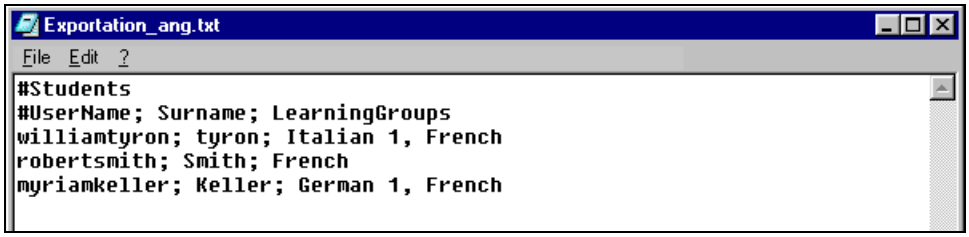
Column name	Explanation
Surname*	Student's surname (by default, the entry in the UserName column)
FirstName*	Student's first name
PupilsGroup or IDPupilsGroup *	Student group name or ID
UserName	**TELL ME MORE®** user name
Password*	Password to access **TELL ME MORE®**
LearningGroups or IDLearningGroups and/or LessonLanguages	Language group name or ID (Tutor-led training) If a student has been allocated to a language group, it is not necessary to state the lesson language. If a student has not been allocated to a language group (training without a Tutor), you must only state the lesson language. Lesson language (3-letter code): ANG = British English FRA = French ALL = German ITA = Italian ESP = Spanish AME = American English DUT = Dutch
Language*	Language (3-letter code): ANG = British English FRA = French ALL = German ITA = Italian ESP = Spanish AME = American English DUT = Dutch

* Optional

Caution!
*The column names reproduced in the file to be imported must be **exactly** the same as those appearing in the table above.*

Examples of files to be imported

Example 1
File with the 'UserName' and 'LearningGroups' columns.



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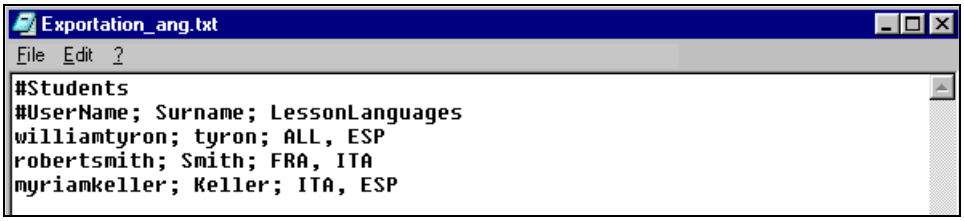
Example 2
File with the 'UserName' and 'LessonLanguages' columns (with two lesson languages for each student).



Some basic rules for creating a valid file to be imported

- The minimum any student import file must include is the 'UserName' column. The lesson language will be subsequently asked for in order to complete the importation. You can, therefore, either add one of the columns ('Learninggroups,' 'IDLearninggroups' or 'lessonlanguages'), or wait for the conclusion of the importation. The lesson language you add will be the same for all the students imported in the file. To know more about this, refer to the **To import the file** section.
- The Tutors, language groups and student groups must have first been created in **Admin Tools** for them to be integrated into the file to be imported.
- Certain fields represent the same element ('PupilsGroup' and 'IDPupilsGroup' or 'LearningGroups' and 'IDLearningGroups'). The simultaneous presence of these fields in the same file could cause conflicts. You must, therefore, choose either the name or the ID.
- The columns can be arranged in any order.
- If a student is learning multiple languages or belongs to multiple language groups and/or student groups, the different codes must be separated by a comma.
  Refer to example 2 of the files to be imported above (each student is learning two languages).
- You can decide to put no data in a certain column. However, in this case, you must retain the semi-colons marking out the column and put a space between them.
  Example: durand; michel; ; fra
- Do not forget to put **#students** at the beginning of the file and # before the name in the first column.
- The file must be in text format (*.txt).

To import the file

➢ Select the menu **Students/Import student accounts from a file**.

➢ Select the file you want to import.

The file will be analysed during importation. There are several scenarios which may occur during this analysis:

- The file contains no errors: the importation is completed successfully (the list of student accounts is updated) and the following message will appear: 'x student(s) added successfully.'
- The file contains no errors, but some information is missing: a dialogue box will appear asking for the information necessary to complete the importation.

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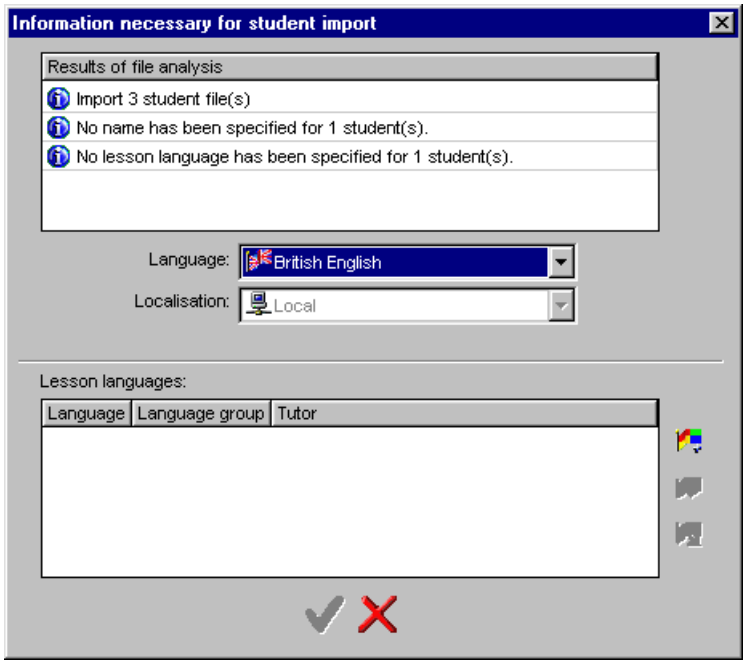

LearningGroups or IDLearningGroups	If lesson language information (i.e. language group or lesson language) is missing for one student, this information will be asked for to complete the importation of all student data. The lesson language added will be allocated to all students for which this information was missing.

- The file contains one or more errors: a message warning you of the number of errors will be displayed. This will be followed by the opening of a Notepad file which will give further details about the errors.

To export one or more student accounts

This function allows you to export a list of student accounts in text format (*.txt). The exported file can contain any combination of the following data:
- Surname
- First name
- Student ID
- Student group (name)
- Student group (ID)
- User name
- Password
- Lesson languages
- Tutor name
- Language
- Language group (name)
- Language group (ID)
- Account status (active/inactive)

➢ Select the menu **Students/Export student accounts**.

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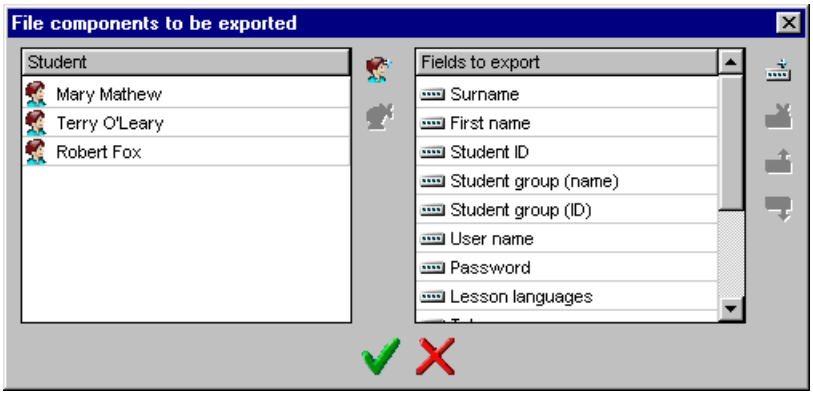
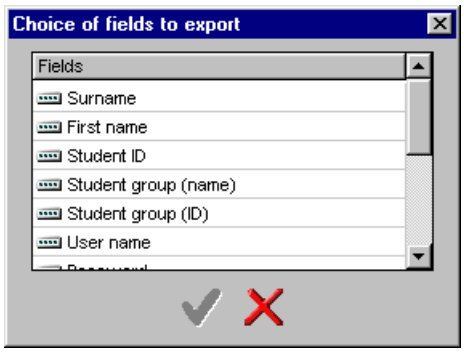


- Select the student account(s) you want to export by clicking on the icon **Select student(s)**. You can then sort by student group and/or language group, then by ID, surname and first name to locate the student accounts you want to export.

- Click on the icon **Add a field**, then select the name of the field(s) you want to export (e.g. surname, first name, user name, etc.).



- Confirm by clicking on the green tick.

You can modify the order of the fields to be exported by moving them using the icons **Move the field up** and **Move the field down** or by removing one or more fields using the icon **Remove a field**.

- Confirm by clicking on the green tick, then type in the name of the file to be exported.

The fields selected during any previous export of files are retained by default. They will automatically appear in the **Fields to export** section.

To modify a student account

This function allows you to, for example, move a student from one language or student group to another; to add or remove language groups; change passwords etc.

In the **Students** window, select the student whose account you want to modify. You can do this either by double-clicking on the corresponding line or clicking on the **Modify a student account**.
You can also select the menu **Students/Modify a student account**.
Carry out the modifications.

For more details on student information, refer to the **To add a student account** section.

Confirm by clicking on the green tick.

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To remove one or more student accounts

You can remove a student account when the student has completed their training programme or left the establishment. This removal entails the deletion of all information concerning the student, including their results obtained while working in **TELL ME MORE.**

In the **Students** window, select the student(s) whose account(s) you want to remove.

You can do this either by clicking on the icon **Remove student account(s)** , or select the menu **Students/Remove student account(s)**.

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TECHNICAL SUPPORT

If you have problems using **Admin Tools**, you can either:

- consult the documents located on the root directory of the Installation CD-ROM in the **AurDoc** directory;
- refer to Auralog's regularly-updated FAQ (Frequently Asked Questions) section at www.auralog.com;
- contact your supplier or Auralog's technical support team who will help you find a solution.

AURALOG
6 rue Jean-Pierre Timbaud
78180 Montigny-le-Bretonneux
France
Tel. +33 (0)1 30 07 12 12
Fax. +33 (0)1 30 07 12 01
www.auralog.com

Technical support
Tel. +33 (0)1 30 07 12 10
E-mail: support.pro@auralog.com

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